

## Final Report Instructions

Final Report Envelop Forms, *Electronic and Non-Electronic*, can be downloaded from the Campaign website [www.sec.idaho.gov](http://www.sec.idaho.gov) under Information for Coordinators

### Cash/Check/ Donations

Whether the donor used the Electronic system or a Paper pledge form, you, as the campaign coordinator should have a copy of their form with the cash or check attached. Tally those donations and enter the number of donations and the total dollar amount on the appropriate Final Report Form. There are two report forms, one for electronic pledges and one for paper or non-electronic pledges. Completed forms should be attached to the outside of a large envelope and delivered to your local United Way. If you are uncertain about where your local United Way is located see the listing under Information for Coordinators.

### Fundraiser/Special Event Funds

Monies raised from group activities can be entered in the electronic pledge system or recorded on a paper pledge form. Whichever method you chose, record the amount on the appropriate Final Report Form, attach it to a large envelope and deliver to your local United Way.

### Payroll Deductions

Whether the donor used the Electronic system or a Paper pledge form, you, as the campaign coordinator should have a copy of their form. ***Be sure to forward a copy of all payroll deduction pledges to your payroll department for deduction input.*** Another copy of the Paper pledge forms needs to be recorded on the appropriate report form, attached to a large envelope and delivered to your local United Way. If you are uncertain about where your local United Way is located see the listing under Information for Coordinators. Electronic payroll deduction pledges do not need to be forwarded to United Way by you.